

REQUEST FOR RECORDS RETENTION SCHEDULE
Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. 296PAGE
NO. 1. ✓1. Requesting Agency **MARYLAND-NATIONAL CAPITAL
PARK AND PLANNING COMMISSION**2. Division or Bureau of Requesting Agency
PARK DEPARTMENT - MONTGOMERY COUNTY

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Dates: 1927 - - Quantity: 9 file drawers (1 1/2 cubic feet) File Arrangement: By subject and name Annual Accumulation: 1/2 cubic foot</p> <p>The correspondence files include, in addition to correspondence of a general nature, special material under subject headings, for example: Storm Drains, Permits to Utilities, and Field Reports.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS; THEN REMOVE AND RETAIN PERMANENTLY RECORDS HAVING CONTINUING ADMINISTRATIVE AND LEGAL VALUE AND DESTROY ALL OTHER MATERIAL.</p>	APPROVED HALL OF RECORDS COMMISSION
2.	<p><u>MISCELLANEOUS MAPS</u></p> <p>Size: 19" x 19" (average) Dates: 1927 - - Quantity: 8 map bins (8 cubic feet) File Arrangement: By area</p> <p>These maps have been used as supplementary and supporting information to assist in projects of the Department.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS; THEN REMOVE ALL MAPS HAVING CONTINUING ADMINISTRATIVE OR LEGAL VALUE AND DESTROY ALL OTHER MAPS.</p>	

7. Agency, Division or Bureau Representative

Signature

SECRETARY - TREASURER

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

JUN 19 57

Date

Archivist

Date

Secretary